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To Greenham Parish Councillors
Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a Meeting of Greenham Parish Council on **Wednesday 8th February 2017 at 7:30 pm at St Mary's Church Hall, Greenham.**

Yours faithfully,

J M Swift-Hook

Chairman of the Council

3rd February 2017

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest, Statements of Position and Dispensations,**
To receive any Declarations of Interest and Statements of Position by Councillors.
- 3. Acting Proper Officer and RFO**
To consider appointing the Vice Chairman as Acting Proper Officer and the Chairman as Acting Responsible Financial Officer until a Clerk is appointed.
- 4. Approval of Minutes of the Meeting held on 26th January 2017 (Appendix 1).**
- 5. Chairman's Report**
Chairman's Report and other urgent correspondence not on the agenda (for information only).
- 6. Public Session**
If you wish to ask a question, you are requested to notify the Clerk in advance of the meeting.
- 7. Planning and Licensing**
To consider all planning and licensing applications received up to the date of the meeting.
- 8. Media and Communication Policy**
 - a) **To consider** the adoption of a Media and Communications Policy (Appendix 2)
- 9. Governance Working Group**
 - a) **To consider** Terms of Reference for the Governance Working Group (Appendix 3).
 - b) **To appoint** an additional member to the Governance Working Group.
- 10. Finance**
 - a) **To review** final salary payment for previous clerk
 - b) **To approve** any cheque payments
 - c) **To consider** any grant funding requests received
- 11. Control Tower**
 - a) **To note** that a further request for information has been received from SIB
 - b) **To consider** proposed further response to SIB (Appendix 4)

- c) **To consider** authorising representatives of the Council to meet with SIB to present Council's response and agree next steps with SIB
- d) **To review** the Terms of Reference for the Control Tower Committee (Appendix 5)

12. Racecourse Road Bollards and Bus Shelters

- a) **To receive** an update from Cllr Paul Inman
- b) **To consider** next steps

13. Staffing Matters

- a) **To receive** a report from the Staffing Committee (Appendix 6)
- b) **To consider** any recommendations from the Staffing Committee

14. Future Meeting Dates

- a) **To consider** changing the date of the March meeting of Council to Wednesday 15th March 2017 to follow the conclusion of the Clerk recruitment process.
- b) **To consider** changing the date of the Annual Assembly to Wednesday 12th April 2017.
- c) **To consider** changing the date of the May Annual Meeting of Council to Thursday 11th May 2017.

15. Casual vacancy

- a) **To note** that formal notice of the casual vacancy arising following the resignation of Cllr Alan Agutter was posted on the parish noticeboards on 3rd February 2017.

16. Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.



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MINUTES of the meeting of Greenham Parish Council
held at St Marys Church Hall, Greenham
on Thursday 26th January 2017 at 7.30pm

Present:

Gary Puffett	Meg Thomas
Paul Walter	Billy Drummond
Jon Gage	Lindsey Middlemiss.
Julian Swift-Hook (Chair)	Arthur Johnson (left meeting at 21:57).
Balu Sudra	Chris Austin (left meeting at 22.10).

In attendance: Locum Clerk Charlotte Booth.

1. APOLOGIES FOR ABSENCE

Apologies were received from: Phil Barnett, Paul Inman, Pragna Hay

2. DECLARATIONS OF INTEREST

Cllr Jon Gage declared that he works for a company that owns land in the parish.
 Cllr Julian Swift-Hook declared that he is also a member of Newbury Town Council.
 Cllr Arthur Johnson declared that he is also a member of Newbury Town Council.
 Cllr Billy Drummond declared that he is also a member of West Berkshire Council.

3. STAFFING MATTERS

- a) **Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Chris Austin
Resolved: To move this agenda item from point 12 to point 3.
- b) **Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Chris Austin
Resolved: That Charlotte Booth be appointed as locum clerk, proper officer and RFO at a rate of £15ph. She will work for two half-days per week in the parish office on days to be agreed and the remainder from home, until a permanent clerk is appointed.

Cllr Gary Puffett stated that he does not approve of the Locum Clerk working from home.

The Chairman acknowledged that the Job Description needs to be kept under review but in the interim, as the parish office does not currently have a computer or basic stationery, the Clerk will need to complete some hours at home.

- c) The Chairman reported that the Staffing Committee considered three excellent proposals from specialist organisations to support the recruitment process for the permanent clerk post, all of which offered similar services at a similar price. Chris Rolley Associates was

appointed as [a] they proposed a fixed cost rather than hourly rate and [b] the council has previous experience of working with them.

4. APPROVAL OF MINUTES

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

Resolved: That the minutes of a meeting of Council held on 11th January 2017 be approved as a correct record and signed by the Chairman.

5. CHAIRMAN'S REPORT

The Freedom of Information response has been signed by Cllr Chris Austin as Acting Proper Officer and dispatched to the requester.

6. PUBLIC SESSION

There were no members of the public present.

7. DISPENSATION

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Billy Drummond

Resolved: That all members present, having applied for a Dispensation and having completed an Application for Dispensation form, be granted said Dispensation under s33(a) of the Localism Act to speak and vote in any meeting at which any matter which has a bearing on the setting of the council Precept is being or is due to be considered. All the forms were counter-signed by the Proper Officer.

8. PLANNING AND LICENSING

The following planning applications were considered:

Number: 16/03632/HOUSE

Location: Burnett House, New Road

Detail: Part conversion of double garage to create a study/playroom. To include a new window on the face of the property.

Decision: No objection

Number: 17/00017/TPW

Location: 24 Kempton Close

Detail: Reduce canopy over garden by approximately 1.5 meters (15%) as the tree is overshadowing the garden.

Decision: No objection

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

Resolved: That the Decisions above be adopted as the Council's views in respect of each of these planning applications and passed to the Local Planning Authority.

Number: 17/00023/COND6

Location: 3-7 Sandleford Farm, Sandleford

Detail: Removal of contaminated land.

Decision: No objection

Proposed: Cllr Paul Walter

Seconded: Cllr Billy Drummond

Resolved: That the Decision above be adopted as the Council's views in respect of this planning application and passed to the Local Planning Authority.

Cllr Jon Gage, Cllr Chris Austin and Cllr Lindsey Middlemiss abstained due to interest. 6 voted in favour and one voted against (Cllr Arthur Johnson) the above planning application.

Action: Cllr Paul Walter to pass the Council's decisions back to West Berkshire Council.

Action: Cllr Paul Walter to liaise with the Locum Clerk regarding producing planning lists for future consultation.

9. PARISH OFFICE

The license to occupy Suite 23 of Liberty House expires on 28th February. Renewal has been offered by the landlord, Greenham Common Trust, on the same terms (12 month licence, option to terminate early by giving three months' notice at £480 pcm) plus a one-off administrative fee of £30 + VAT.

It was agreed by all that an office space was important for access to the paperwork, a base for the Clerk, and a place accessible to the public.

Cllr Billy Drummond pointed out that neither the office location at Greenham Business Park nor the Control Tower are easily accessible to residents, and it may be better to consider an alternative, more central office location in the longer term.

Proposed: Cllr Chris Austin

Seconded: Cllr Lindsey Middlemiss

Resolved: a) To sign the licence renewal in February on the terms offered.
b) Cllr Meg Thomas to explore alternative locations (e.g. Greenham Community Centre or the racecourse) and report back to the next meeting.

10. GOVERNANCE WORKING GROUP

Last November, Cllrs Swift-Hook and Inman were appointed to review the Council's governance. Cllr Gary Puffett said that now he is Chairman, Cllr Swift-Hook should not review governance because he is now responsible for it. Cllr Swift-Hook was happy to let someone else take his place in light of his increased workload as Chairman.

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Billy Drummond

Resolved: a) To set up a Governance Working Group with the remit to review the "Governance Health Check and Review" dated August 2016 and any other governance issues, and report back to Council.
b) That Terms of Reference for the Working Group be approved by Council at its next meeting.
c) That Cllrs Gary Puffett and Paul Inman and at least one more councillor be appointed to the Working Group.

11. FINANCE

a) The bank mandate requires any two signatories to sign cheques and authorise other bank transactions. At present Cllrs Chris Austin and Phil Barnett are the only two signatories.

Proposed: Cllr Chris Austin

Seconded: Cllr Paul Walter

Resolved: That Cllrs Julian Swift-Hook and Lindsey Middlemiss be added to the bank mandate as signatories.

b) Authorisation of cheque payments:

i)	Greenham Common Trust (office rent)	£480.00
ii)	Greenham Parochial Church Council (grant)	£150.00
iii)	Roger Chester – final salary payment	£1441.55
iv)	HMRC – NI/TAX (Month 10)	£488.24

Proposed: Cllr Lindsey Middlemiss

Seconded: Cllr Paul Walter

Resolved: To approve the signing of cheques i) and ii) but to defer iii) and iv) until

the details have been verified.

- c) Grant funding requests: none received
- d) Revenue Budget 2017-18
- i) **Proposed:** Cllr Arthur Johnson
Seconded: Cllr Meg Thomas
Resolved: Not to give any money to West Berkshire Council for their libraries budget and to allocate the £3,690 saved to the Clerk's Salary budget.
- ii) A sum is budgeted for Churchyard Maintenance, but in 3 years this hasn't been paid.
Action: Cllr Billy Drummond to speak to Revd McLeod to see if this is still required.
- iii) The increased CAB donation was discussed.
Action: Cllr Chris Austin to seek information from CAB regarding the number of Greenham residents supported by CAB.
- Proposed:** Cllr Lindsey Middlemiss
Seconded: Cllr Arthur Johnson
Resolved: To add any money saved on other budget lines to the Clerk's salary budget.
- iv) Five budget lines were altered from the draft presented to the meeting:
- a. Clerk Net Salary/Tax/NI (merge to one line) – increase from £20,659 to £25,689.
 - b. Office rent – raise from £4800 to £5760.
 - c. Website Maintenance - reduce from £1500 to £900.
 - d. Delete West Berkshire Libraries line
 - e. Delete Election and create a restricted reserve instead.
- Proposed:** Cllr Arthur Johnson
Seconded: Cllr Lindsey Middlemiss
Resolved: To accept the changes to the budget lines as noted and to declare a precept of £89,758 (which represents a 0% increase per household).
- e) Capital and Reserves

The Council has a cash balance of £99,479 as of 31 December 2016. Adjusted for existing commitments, this figure is £81,202 (including £41,500 restricted as underwriting for the control tower project). This represents 13.92 months' revenue expenditure compared to the 3-6 months' revenue expenditure that Councils are recommended to hold as free reserves.

It was proposed to transfer £41,500 from reserves to the Control Tower project budget, to fund the continuation of the project and reduce any borrowing requirement.

Cllr Gary Puffett did not agree with the proposal and considered it more appropriate for the Council to borrow the full £150,000 and keep the money in reserves. Cllr Lindsey Middlemass pointed out that holding large reserves of more than 100% of the council's annual revenue costs would attract adverse scrutiny and it is better to use the council's own excess reserves than get a higher loan.

Cllr Chris Austin added that it would be very difficult to justify such large reserves to an auditor.

Cllr Jon Gage noted that this funding would really kick-start the project again and will be greatly appreciated.

Proposed: Cllr Paul Walter
Seconded: Cllr Billy Drummond
Resolved: To remove the “underwriting” designation from £41,500 held as a restricted reserve for the last 15 months and release the funds immediately to the Control Tower project.
 Cllr Gary Puffett requested that his vote against the motion be recorded.

The other restricted reserves items were discussed. No-one was able to confirm whether these sums needed to be retained as restricted reserves.

Action: To investigate the other restricted reserves listed (Parish Plan £1,149; Dream Scheme £1,074; Diamond £2,711) and confirm whether they are still required to be retained as restricted sums.

12. CONTROL TOWER

- a) **Proposed:** Cllr Jon Gage
Seconded: Cllr Lindsey Middlemiss
Resolved: To co-opt Dean Graham onto the Control Tower Committee.
- b) Social Investment Business (SIB - the Control Tower project’s largest single funder) has requested information from the Council in response to an allegation that their grant has not been spent in accordance with the conditions in their offer letter dated 16th December 2013.

A draft reply to SIB evidencing that the Council has spent the SIB grant funds properly and in line with the grant conditions had been presented to the Control Tower committee for review the previous evening and had been referred to Council unchanged.

Cllr Gary Puffett wanted the letter withheld until all the invoice details in the letter had been verified. The Chairman pointed out that all the invoices and invoiced amounts listed in the letter to SIB were on hand at the meeting and available for inspection if required.

Cllr Paul Walter pointed out that the expenditure has successfully passed through five separate audits, both internal and external.

Proposed: Cllr Jon Gage
Seconded: Cllr Lindsey Middlemiss
Resolved: a) That Council does not believe it is in breach of SIB grant conditions;
 b) That the draft letter to SIB confirming this and setting out a detailed explanation be signed by the Chairman of Council and by the Chairman of the Control Tower Committee on behalf of the Council and sent to SIB.
 Cllr Gary Puffett requested that his vote against the motion be recorded.

- c) Other matters reported to the meeting by the Chairman of the Control Tower Committee.
- 1) PWLB loan application – further information has been requested and a revised draft is being prepared. It will be presented to Council for approval before re-submission.
 - 2) Business Plan for the Project and café – Cllr Jon Gage is preparing a draft which will be presented to Council for approval.
 - 3) Review of Schedule of Works – This schedule was prepared seven months ago, is now out of date, and needs reviewing. All Control Tower Committee members have been asked to peruse the document and delete/add/amend as appropriate.
 - 4) Project Manager – Cllr Gary Puffett and Dean Graham are drafting a job specification for the role of Project Manager.

- 5) Construction (CDM) regulations – this will be under the remit of the Project Manager. Cllr Gary Puffett added that non-compliance with the CDM regulations could result in a custodial sentence as a maximum penalty.
- 6) Cllr Lindsey Middlemiss and Cllr Meg Thomas will review the draft Interpretation Strategy.
- 7) Urgent repairs to control tower (already approved) – The contractor will be starting work on the brickwork next week, and then after that the work on the roof will start.
- 8) Cllr Jon Gage confirmed that an account can be opened with the Council's existing bankers (Lloyds) known as a Treasurer's account, subject to a minimum turnover of £50k. The signing authority will remain the same (i.e. any two signatories). The costs are £6.50 pcm for the account, £0.65 for cheques (in and out), and £1 per £100 cash paid in up to £1000, then £0.80 per £100.

Proposed: Cllr Jon Gage

Seconded: Cllr Billy Drummond

Resolved: That a separate bank account be opened for Control Tower project funds.

13. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

- Meeting dates for Annual Assembly and Annual Meeting
- Report back on Website
- PR/media/communication policy
- Council/councillors' surgeries
- Response to boundary review consultation
- Reserves policy
- Play area on Stroud Green
- Play area outside control tower
- Matched funding for WBC member's bid
- Racecourse development street names
- Review control tower committee terms of reference
- Racecourse bollards – update/feedback
- Report back from Governance Working Group

There being no other business the Chairman declared the meeting closed at 22:40 hrs

Chairman

Date

EXPENDITURE:	Budget 14/15	Out-turn 14/15	Budget 15/16	Out-turn 15/16	Budget 16/17	Predicted out-turn	Surplus/ (overspend)	Draft 17/18	Explanatory Notes
Clerk Net Salary	12,000	11,354	14,500	4,302	15,200	12,323	2,877	25,689	Gross amount, assuming new Clerk in post by 1 Apr 17
Tax/NI on Clerk's salary	4,500	2,983	4,500	649	1,000	3,359	(2,359)	-	
Office rent	-	-	-	-	-	-	-	5,760	Possibly move office in future, e.g. To more central location or control tower
Office Expenses/ Mileage	4,550	4,894	4,500	2,356	2,500	6,625	(4,125)	1,800	Phone, broadband, stationery, etc
Hall Hire	400	340	400	218	500	563	(63)	600	CT Cttee meeting as well as Council
Prof/ Audit Fees	600	450	600	6,875	1,500	675	825	800	Audit fees only
Insurance	1,700	1,510	1,700	1,709	2,000	1,789	211	2,000	Includes Control Tower
Membership Fees	800	841	1,000	745	1,000	802	198	1,000	BALC etc
Dog Bin/ Bus Shelter	100	129	300	186	1,000	551	449	1,000	
Salt Bins	-	-	-	-	2,500	1,500	1,000	2,500	Sticker cost and stock of salt
Website Maintenance	1,000	874	1,000	903	1,000	1,275	(275)	900	
Churchyard Maintenance	600	0	600	0	700	0	700	700	
Neighbourhood Wardens	19,200	19,200	19,200	19,200	19,200	2,858	16,342	-	Wardens scheme has been discontinued
WBC Libraries	-	-	-	-	-	-	-	-	No funding to WBC libraries
Parish Plan	1,000	56	1,000	0	-	-	-	-	
Professional Fees	1,000	0	1,000	0	2,500	1,017	1,483	2,500	Including legal fees etc
Training	250	0	1,000	99	1,500	112	1,388	1,809	To ensure all new cllrs + new Clerk are trained
S.137 Grants	3,500	5,009	3,500	601	4,000	2,601	1,399	4,000	
NHS - defibrillator	300	0	300	0	-	-	-	-	
CAB	1,000	0	1,000	1,000	1,000	1,000	0	2,000	WBC are cutting CAB funding
Control Tower revenue costs	3,300	0	10,000	10,000	10,000	10,000	0	10,000	Light, heat, telecomms, etc
PWLB loan repayment	-	-	-	-	-	-	-	6,700	Assumes £100k borrowed
Control Tower project fund	-	-	-	-	8,500	8,500	-	20,000	Capital funding from precept to CT project budget (includes £14k from 18% increase in tax base)
Election	-	-	100	0	-	-	-	0	Allocate £2,000 from Reserves for future election costs
Total Expenditure	55,800	47,640	66,200	48,843	75,600	55,550	20,050	89,758	

FINANCED BY:	2014/15	2015/16	2016/17	2017/18
Precept	55,800	66,200	75,600	89,758
WBC LCTS Grant	2,668	1,779	889	0
CIL			1,064	0
Total Income	58,468	67,979	77,553	89,758
Over / (under) spend	(10,828)	(19,136)	(22,004)	

PRECEPT PER HOUSEHOLD:	2014/15	2015/16	2016/17	2017/18
TAX BASE	1,541.81	1,690.41	1,873.86	2,224.77
PRECEPT PER BAND D HOUSEHOLD	£36.19	£39.16	£40.34	£40.34
<i>Inc/(decr) on previous year</i>		<i>£2.97</i>	<i>£1.18</i>	<i>£0.00</i>
		<i>8.21%</i>	<i>3.02%</i>	<i>0.00%</i>

Yr End Reserves: CA	C/A Bank balance at 31/12/2016	96,006	
Yr End Reserves: Deposit	D/A Bank balance at 31/12/2016	3,473	
	Total cash balance at 31/12/16	99,479	
	Restricted:		
	Parish Plan	(1,149)	
	Dream Sch	(1,074)	
	Diamond	(2,711)	
	Control Twr	(41,500)	26/1/17 Allocate to Control Tower project budget
	Free:	53,046	
	Recruitment	(5,000)	Allocated to Staffing Cttee 11/1/17
		(2,000)	Allocated to election budget 26/1/17
	Mths 10-12	(8,344)	Predicted expenditure in months 10,11 and 12 of 2016/17
	Free Reserves	37,702	6.49 mths expenditure Predicted at 31 March 2017

Greenham Parish Council

Media & Communication Policy

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1. Introduction

- 1.1 Greenham Parish Council’s relationship with the community is vital to its work and the decisions it takes. An open and constructive dialogue is a key requirement for influencing and developing services, identifying attitudes and measuring satisfaction.
- 1.2 Effective media relations are an important factor in establishing a good relationship between Greenham Parish Council (“the Council”) and the community. Since members of the public generally rely on the media for local information and news, it is important for the Council to present information about its activities and aspirations in a consistent way.
- 1.3 Greenham Parish Council is committed to the provision of accurate information in respect of its functions, decisions and actions.

- 1.4 The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form (“the media”). The Council will also have its own methods of publication, including social media.
- 1.5 This document sets out the framework for Greenham Parish Council Members and employees to follow in dealings with the media, to inform the public about the Council’s activities, decisions and the services it provides.
- 1.6 The purpose of this policy is:
 - to establish a framework for achieving an effective working relationship with the media;
 - to ensure that the views and policies of the Council are presented accurately;
 - to clarify who is authorised to speak on behalf of the Council;
 - to provide guidance for Members and Staff on how to deal with some of the practical issues that may arise when dealing with the Press and Media;
 - to ensure consistency in the Council’s dealings with the Press and Media; to ensure that all elements of the Press and Media will be treated equally.

2. Legal Framework

- 2.1 This policy is subject to the Council’s statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, the Openness of Local Government Bodies Regulations 2014, the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 and the Council’s Standing Orders.
- 2.2 The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:
 - 2.2.1 • “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”

- 2.2.2 • “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”
- 2.2.3 • “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”
- 2.2.4 • “Any publicity describing the council’s policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”
- 2.3 Members must also have regard to their Code of Conduct.
- 2.4 Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 2.5 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 2.6 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then legal advice should be taken before any response is made.
- 2.7 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council’s policies on Freedom of Information and Data Protection and the laws relating to these. These issues include the release of personal information. In all these and similar situations, advice must be taken from the Parish Clerk and, if relevant, the relevant authority (such as the Information Commissioner’s Office) before any response is made to the media.

3. Media Attendance at Meetings

- 3.1 Meetings of the council, its committees and sub-committees are open to the public and press unless the Council resolves that their presence is prejudicial to the public interest, by reason of the confidential nature of the business to be transacted, or for other special reasons.
- 3.2 In accordance with the Openness of Local Government Bodies Regulations 2014, the Council allow for reporting of meetings via social media of any kind.
- 3.3 In accordance with the Openness of Local Government Bodies Regulations 2014, the Council will allow any member of the public to take photographs, film and/or audio-record the proceedings, and report on, all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the Council is only required to provide reasonable facilities for any member of the public to report on meetings.
- 3.4 In accordance with standing orders and the relevant legislations, persons may be required to leave a meeting if their disorderly behaviour obstructs the business of the meeting.
- 3.5 Where meetings include time for public participation and subject to the Council's standing orders, media representatives may speak and ask questions.
- 3.6 The press/media are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers for a meeting. Their representatives shall be given reasonable facilities for taking and communicating their report of a meeting.

4. Specific roles & responsibilities

4.1 The Clerk

- 4.1.1 Wherever possible all communications with the Press and Media should be made through the Clerk. The Parish Clerk is effectively the Press Officer for the Council.

- 4.1.2 The Clerk, as the Proper Officer of the Council, is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council, following the procedures set out in this Policy.
- 4.1.3 In the absence of the Clerk, media communications will be handled by the Deputy Clerk or Locum Clerk, in consultation with the Chairman. In the absence of the Chairman, the Vice Chairman and/or relevant Committee Chairman will be consulted. In the absence of the Clerk and Deputy/Locum Clerk, media communications will be handled by the elected Interim Proper Officer, in consultation with the Chairman. In the absence of the Chairman, the Vice Chairman and/or relevant Committee Chairman will be consulted.
- 4.1.4 Communications made by the Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. The Clerk should not speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk, they should inform the enquirer that they will be notified of a response within 24 hours where practical. The Clerk should then consult with the Chairman or relevant Councillor(s) on a suitable response, which may in fact be “no comment”.

4.2 Individual Members

- 4.2.1 Members of the Council should be aware in all their interactions with the media and social media that, unless they are specifically authorised to do so on particular issues, no individual councillor can speak for the Council.
- 4.2.2 Whilst it may be legitimate for a Councillor to make clear that s/he voted against a policy if this took place in an open session, Members should not seek to undermine a decision through the Press.
- 4.2.3 Members of the Parish Council who identify a media opportunity should refer this to the Chairman and Parish Clerk, so as to ensure accuracy and consistency in any subsequent press release or contact with the media.
- 4.2.4 If a Member of the Council receives an approach or enquiry from the media about any matter relating to the Parish Council, it should be referred to the Chairman and Parish Clerk. A decision will then be made, following the procedures set out in this Policy, about the format and content of any official Council response.

- 4.2.5 Unless a Member has been authorised by the Council to speak to the media on a particular issue, Members who are asked for individual comment by the media should first take into consideration their responsibilities under the Legal Framework of this Policy. It is recommended that Members take advice from the Clerk to check facts and the legal framework. If individual Members choose to make a comment to the media, they must make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- 4.2.6 If a Member has been authorised by the Council to speak to the media on a particular issue, then the production of any statement should follow the procedures laid out in this Policy for releases to the media.
- 4.2.7 It is considered reasonable that any Member of the Council, when asked for individual comment by the media, should refer them to the Parish Clerk and make no further comment.
- 4.2.8 Any Member taking part in a radio or television broadcast should only do so on behalf of the Parish Council with the approval of the Chairman and/or Clerk, in consultation with other Members where necessary.
- 4.2.9 These guidelines do not prevent a Member from expressing a personal opinion through the media, for example, by writing to a newspaper or posting an item on an internet site. Members must make it clear that any views expressed, where different from Council Policy, are their own personal views and, where these views are a reiteration of publicly available information, such as decisions made at past meetings, this should also be made clear. However, Members should take care not to misrepresent and/or bring the Parish Council into disrepute, and must bear in mind their responsibilities under the Legal Framework of this policy, in particular the Local Government Code of Conduct.
- 4.2.10 It is recommended that, where individual Members have their own means of public communication (personal public social media accounts, e-newsletters, etc) they include this wording or equivalent wording:
- 4.2.10.1 “Views and opinions expressed here are my own and do not necessarily reflect those of Greenham Parish Council. All data and information provided here is for informational purposes only.”

5. Releases to the media

5.1 A 'press release' is any official statement to the media, made by the Council as a whole, or by a Member authorised by the Council to speak on a specific issue. It is recommended that a standard format for media statements is used. The Clerk should be given as the point of contact for all press releases.

5.2 The procedure for the production of press releases is as follows:

5.2.1 Any Member who identifies that a press release would be beneficial for the Council, whether to encourage open and constructive dialogue or the provision of accurate information in respect to the Council's functions, decisions and actions, should refer this matter to the Clerk.

In the absence of the Clerk, the matter should be referred to the Deputy/Locum Clerk or, in the absence of both the Clerk and a Deputy/Locum Clerk, the elected Proper Officer.

5.2.2 The Clerk (or in the absence of the Clerk, the Deputy/Locum Clerk or elected Proper Officer) should promptly refer the matter to the Chairman and Vice-Chairman. If the matter relates to a subject managed by a committee, the chair of that committee will also be consulted. In the absence of either the Chairman or Vice-Chairman, the chair of a relevant committee can be consulted in place of either the Chairman or Vice-Chairman, or another councillor can be consulted. In the absence of either the Chairman or Vice-Chairman, they will be informed by email of the actions taken.

5.2.3 Consideration should then be given to whether it is agreed that a press release will be in the best interests of the Council, taking into account the importance of encouraging open and constructive dialogue and the provision of accurate information in respect to the Council's functions, decisions and actions.

5.2.4 If the Clerk, Chairman and Vice-Chairman (or substitutes as per this Policy above) agree that a press release is in the best interests of the Council, then a statement for release will be drafted. Press statements may be drafted by either the Clerk, or a councillor, in which case, the draft would be passed to the Clerk.

- 5.2.5 The Clerk will then send the draft press statement to the Chairman and Vice-Chairman (or substitutes as per this Policy above), and committee Chair, if relevant, for approval.
- 5.2.6 Consideration will be given whether this can go to a full Council Meeting or relevant Committee Meeting for approval. Press releases should be made in a timely manner, particularly when responding to an event or erroneous reporting of the Council's functions, decisions and actions. Consideration must therefore be given as to whether a timely response can be made within the constraints of adding 'Press Response' to a meeting agenda, so it can be a matter for debate and voting.
- 5.2.7 If it is agreed that a draft press statement can go to a full Council Meeting or relevant Committee Meeting for approval, the draft statement should be circulated to relevant Members with the Meeting Agenda. Draft press releases should only be discussed at Council Meetings in Part 2. Comments made at the meeting will be included in the exempt minutes and taken into consideration. The Council will be expected to vote on any statement to be released, whether or not this is subject to changes discussed.
- 5.2.8 If a draft press statement cannot go to a full Council Meeting or relevant Committee Meeting for approval in a timely manner, then the Chairman and Vice-Chairman can jointly give the Clerk approval to release the agreed press statement to the media.
- 5.2.9 The final statement will be sent to all Members for information.
- 5.2.10 The press release will then be recorded at the next Full Council.
- 5.2.11 A record of all press releases will also be kept by the Clerk. Press releases should be added to the Council website, even if their primary release was through other media.

6. Social Media

6.1 Council accounts

- 6.1.1 An appropriate use of social media channels is necessary today for effective media relations and to ensure an open and constructive dialogue with members of the public and other relevant organisations.

- 6.1.2 Use of social media channels that provide a record of communications is considered suitable for the Council. For the purposes of this Policy, these are: Facebook; Twitter; Instagram. Use of more ephemeral or one-to-one social media channels, such as SnapChat, are not considered suitable for the Council for the purposes of this Policy.
- 6.1.3 The Council should have its own social media accounts. The Control Tower Committee (CTC) should also have its own social media accounts, because of the level of interest in that project and the potential in the future to hand control of these accounts over to a future management organisation for the Greenham Common Control Tower.
- 6.1.4 For the purposes of this Policy, 'posts' should be considered to include Facebook Page posts, Tweets and Instagram posts.
- 6.2 GPC accounts
- 6.2.1 Specific accounts should be managed for the Council and clearly named as such.
- 6.2.2 The Chair, Vice-Chairman and certain Members chosen by the two named above will be given access to these accounts.
- 6.2.3 Posts should be informative – about council meetings, council decisions and any updates for the parish - or to raise awareness of parish amenities. This can include information on external events.
- 6.2.4 Posts should not be political or be opinions of individuals.
- 6.3 Control Tower accounts
- 6.3.1 The chair of the Control Tower Committee (CTC) can set up social media accounts for this committee and it is down to their discretion who should have access to this account. It is recommended that more than one Member, including the Committee Chair, should have access to the accounts.
- 6.3.2 Posts should be informative – about CTC or Full Council meetings, approved CTC decisions and any updates for the parish - or to raise awareness of the project.
- 6.3.3 Posts should also include: pictures of the Control Tower, Greenham Common and progress that is being made; and events related to the Control Tower or at the common.

6.3.4 Posts should not be political or be opinions of individuals.

6.4 Social media tips

- Remember – what you say is public information and is subject to the same laws and restrictions as mainstream media.
- Include a picture, video or web link where appropriate. Make sure they are your own pictures, if not you could be breaching copyright.
- Don't share confidential information. Only decisions that have been approved by council.
- If you get it wrong – if you make a mistake, issue a clarification, correction. Try not to delete the tweet and don't block accounts unless really necessary.

6.5 Personal accounts

6.5.1 Members may have their own social media accounts and use them for personal and in a work capacity.

6.5.2 Members are encouraged to use social media to engage with their followers about council activity, its work and decision. They should be mindful that by doing this they are representing the council and should make clear in their profile that their views are their own. See the section 'Individual Roles & Responsibilities: Individual Members' of this Policy for more detail.

6.5.3 As well as the legal framework of this Policy, consideration must be taken to the laws which cover communications and protect individuals, organisations or companies from abuse, defamation, or libel. The Defamation Act 2013 Chapter 26 provides useful easy to understand information on this. A common mistake many people make on social media, when posting negative comments about a person or organisation, is to think that either the laws do not apply or that, by leaving out names and only alluding or insinuating to the subject, they are free to say anything. Many of the laws which cover communications and protect individuals from abuse, defamation or libel still apply to messages which do not specifically name the person or organisation being discussed.

Greenham Parish Council

Governance Working Group

Terms of Reference

Submitted to Council for approval on 8th Feb 2017

- Membership:** Minimum three (3) councillors.
- Co-Opted Members:** Members who are not councillors may be co-opted by the Working Group as non-voting members as required.
- Quorum:** Two (2), excluding non-voting co-opted members.
- Objective(s):** To review the "Governance Health Check and Review" report dated August 2016 and any other governance issues, and report back to Council with any recommendations.
- Deliverable(s):** A written report to Council on the "Governance Health Check and Review" report, and recommendations on implementing any appropriate governance changes identified by the Working Group.
- The Working Group will deliver its report to Council by 31st May 2017.

Meetings

The Working Group will meet as frequently as is necessary to conduct its business effectively.

All Councillors are welcome to attend any meeting of the Working Group. Reasonable advance notice of all Working Group meetings will be given to all councillors.

Meetings will be called by the Chairperson and will not normally be open to the press and public.

Governance

The Working Group will operate in accordance with the Council's Standing Orders and Financial Regulations. The Chairperson must be an elected Councillor.

Meeting minutes will be prepared by the Working Group and shared with all members. Officer support will not be available.

Decisions will be made by consensus where possible, but where necessary a majority vote of those present will be taken by a show of hands, with Chairperson having a second, casting vote if necessary.

There is no budget allocated to the Working Group. Reasonable expenses incurred by Working Group members will be reimbursed by Council in the usual way.

These Terms of Reference may be reviewed by Council at any time, as necessary.

8 February 2017

Appendix 4

Proposed further response to SIB

To follow

Greenham Parish Council

Control Tower Committee

Terms of Reference

Approved by Council 8th Feb 2017

- Membership:** Seven (7) councillors, in accordance with Standing Orders, including the Chairman and Vice Chairman as members *ex officio* and five other councillors.
- Substitute Members:** Two (2) councillors, to be available to substitute for any full member.
- Co-Opted Members:** Committee members who are not councillors may be co-opted by the committee as non-voting members as required.
- Quorum:** Four (in line with Standing Order 47), excluding non-voting co-opted members.
- Objective(s):** To manage the purchase and refurbishment of the Control Tower at Greenham Common on behalf of Greenham Parish Council in line with the *Vision for Greenham Tower* document dated September 2013 (which sets out Greenham Parish Council's vision for the establishment of a Visitor Centre in the building).
- Deliverables:** Manage the purchase of the Control Tower on behalf of Greenham Parish Council.
- Obtain any planning consents necessary to advance the project.
- Manage the refurbishment of the building (including sourcing suppliers and contractors, placing contracts in accordance with Greenham Parish Council's Standing Orders, Financial Regulations and policies as amended/varied from time to time) in line with the *Vision for Greenham Tower* document, planning consents granted, and any other applicable laws/regulations.

Guidance from the Council

As a Committee of the Council with delegated authority to make decisions within its remit, the CTC will:

- Keep the Council informed of progress;
- Inform the Council of all major developments;
- Seek the approval of the Council should any funds be required in excess of the agreed budget;
- Provide a written progress report to every full meeting of Greenham Parish Council.

All Councillors are welcome to attend any meeting of the Committee (notice is requested if possible so that the appropriate size of meeting room can be arranged).

Meetings

The committee will have the discretion to meet as frequently as is necessary to conduct its business effectively.

Meetings will be called by the committee Chairman and will be open to the press and public.

Greenham Parish Council

A minimum of one meeting per calendar month will be held after 5pm to facilitate the attendance of those who would otherwise be precluded from attending due to daytime commitments.

Project Management and Administration

The project will be under the day-to-day supervision and management of an external Project Manager (PM) appointed by Council and reporting to the Committee. The PM will be expected to attend every meeting of the committee.

The PM and any other administrative support required will be funded from the project budget.

The Committee will regularly review project progress, procure advice from professionals as appropriate, consider options and decide on the best course of action to progress the project in accordance with these Terms of Reference.

Project Resources and Budget

The Committee has delegated authority for the prudent management and disposition of funding allocated to the Control Tower project by the Council. The total funding to date (against which there has already been significant expenditure) is:

- Grant funding received from Social Investment Business Ltd (£421,555)
- Grant funding received from Greenham Common Community Trust Ltd (£250,000)
- Funding allocated by Council from its own financial resources to date (£61,500)
- Proceeds of sale of assets and donations received (£1,215)

In addition, Council has allocated £20,000 to project funds from its 2017-18 revenue budget.

Further grant funding, loan finance and donations may be allocated to the project by Resolution of Council.

Governance

The Committee will conduct its business in accordance with the Council's Standing Orders and Financial Regulations.

Named substitute members may sit on the committee in place of an absent full member but only if asked to do so by the absent full member. The name of the substitute member must be notified to the clerk by the absent member before the start of the meeting. If a full member is absent and fails to notify the clerk of the appointment of a named substitute member before the start of a meeting then no substitute member may sit in the full member's place at the meeting.

Purchase Orders, contracts, and anything else which commits the Council to expenditure will be submitted to Council for approval before any commitment is entered into.

Payments due in connection with the project (e.g. purchases, work done, expenses incurred) will be submitted to the clerk by the Chair of the Committee together with a copy invoice/receipt/other voucher so that the payment can be approved and a cheque authorised for signature at the next available meeting of Greenham Parish Council.

These Terms of Reference may be reviewed at any time, as necessary.

8 February 2017

Greenham Parish Council

Staffing Committee

Report for Council on 8th February 2017

The Staffing Committee met on Friday 20th January 2017 with the main purpose of progressing the recruitment of a new permanent clerk. Cllr Julian Swift-Hook was elected Chair, and Cllr Chris Austin was elected Vice Chair.

HR Support

The three proposals received from HR consultants experienced in Council matters were considered. The proposals were all of a good standard, and the fees quoted were broadly similar. The Committee decided to engage Chris Rolley Associates because of previous experience working with Mr Rolley.

Progressing the recruitment process

The Chair and Vice Chair were given delegated authority to progress the recruitment process with Chris Rolley Associates. Mr Rolley came to Greenham for an initial meeting on 31st January 2017.

The draft Recruitment Pack prepared by the Chairman was considered, and various minor amendments were made, specifically to ensure that the Job Description and Person Specification made clear that the Council was looking for:

- a. Experience as a clerk or within local government
- b. Knowledge and experience of the planning process
- c. A job description and working hours that are sufficient and flexible enough to encompass the administration of services being devolved to parishes

The pack was further refined by Mr Rolley following the meeting on 31st January and was posted to the Council's website on 3rd February 2017.

Adverts have been placed with SLCC, and JobsGoPublic at a total cost of £750 + VAT.

Recruitment timetable

6 March 2017	Application closing date
7 March 2017	Short-list candidates; invite candidates to interview
14 March 2017	Interviews; make appointment (subject to Council approval and references)
15 March 2017	Council confirms appointment
16 March 2017	Send Offer Letter

Assuming that the successful candidate is on 1 month's notice, it is likely that the soonest we will have a new clerk in post is 1st May 2017. If the notice period that the successful candidate has to give is three months, then it is likely to be 1st July before he/she can start work for Greenham.

Locum Clerk

The Chairman reported to the meeting that various leads have been followed up but without success so far. It was noted that members have been extremely supportive and have helped share the workload.

A locum clerk was briefly recruited on 25th January. She attended two meetings but decided that she wasn't able to justify reorganising her other work contracts for a temporary position so did not continue.

We are still looking for a locum clerk.

Payroll system and records

The Chairman reported to the meeting that efforts to regain control of the Council's Sage payroll system from the councillor who had been running the Council's payroll prior to her resignation in November 2016 had been unsuccessful at the time of the meeting. According to Sage logs, the resigned councillor was still accessing the Council's Sage payroll records in January 2017 despite having resigned in November. The access situation has since been resolved.

The payroll records in the Council's accounts files lack supporting documents such as time-sheets.

A personal file for the former clerk with HR documents such as a Contract of Employment has not yet been located.

Former Clerk

Payment of the former clerk's final salary was discussed at the meeting; it will be discussed again at the Council meeting on 8th February 2017.

Cllr Julian Swift-Hook

Chairman

3rd February 2017